

ARCHITECTURAL & ENGINEERING CONSULTANT REFERENCE AND VERIFICATION CHECK

Caltrans Request for Qualifications (RFQ) Notice Number: _____ Name of Consultant: _____

Name of Key Member from Section G of the SF330: _____ Employee of Prime or Sub Consultant (Circle one)

Contract Manager (CM) or Key Member (Circle one) Project Number, example project Title, and location from Section F or H of the SF330: _____

Name of Project Owner (Agency): _____

Do not list multiple individuals on this Verification/Consultant Reference Check form. The form should only describe the key personnel's activities performed on the selected example project and not all of the services provided by the firm on that project.

Please specify the roles and responsibilities that were performed by the Key Member on the example project named above (if necessary, please use additional sheets):

		Ranking
How did the CM or Key Member perform his/her job?	Excellent -took initiative, anticipated & solved issues, effective team work (E) Satisfactory -occasional unanticipated issues, few team mistakes (S) Poor -issues remained unresolved, frequent team mistakes (P)	
Was the product and/or milestones delivered timely?	Excellent -always on time (E) Satisfactory -almost always on time (S) Poor -consistently late (P)	
Were the products delivered within budget?	Excellent -always within budget (E) Satisfactory -almost always within budget (S) Poor -consistently over budget (P)	
What was the quality of the deliverables?	Excellent -minimal corrections, review comments resolved during 1 st review (E) Satisfactory -review comments & corrections resolved in 2 to 3 submissions (S) Poor -repeatedly submitted deliverables without adequately addressing issues (P)	
Describe the CM's or Key Member's willingness to cooperate and take directions from the owner.	Excellent -invoices & progress reports, with rare exception, on time & complete; rarely disputed invoices (E) Satisfactory -invoices occasionally late or disputed; Progress Reports occasionally incomplete or late (S) Poor -invoices consistently late, often inappropriately billed, progress reports often incomplete & late (P)	
What was the quality of the contract administration? (Applicable only if this is a reference check for a CM)	Excellent -always answered calls & correspondence promptly, flexible, open to suggestions (E) Satisfactory -answered calls & correspondence prompt most of the time, reasonably flexible & open when persuaded (S) Poor -frequently did not answer correspondence or return calls (P)	

Please comment on any Poor (P) ranking:

Signature of Project Owner Representative

Print Name

Phone

Email Address

Date

Project Owner Representative's role on project: _____